

## **Library Director**

### **Qualifications**

A Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity, OR, an equivalent combination of education and experience substituting on the basis of one year for each year of education.

### **Supervision Received**

Works under the general supervision of the City Manager.

### **General Description**

This is highly responsible administrative work involving the direction of a broad range of public library functions.

Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, departmental planning, and direction and administration of library activities. The position is also invested with making the most difficult library technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the public library field.

### **Primary Duties**

- Drafts and recommends policy to the Library Board and plans for the implementation of public library goals and objectives.
- Evaluates and administers library programs such as circulation, reference, reader's advisory services, children's services, community services, and public information.
- Directs the development and maintenance of a public library collection of books, periodicals, records, films, tapes and a variety of other library materials.
- Directs the development, repair and maintenance of the Library buildings.
- Provides staff support to the Library Board of Directors by assisting with meetings, preparing reports, and implementing policy decided by the Board.
- Prepares the annual departmental budget and presents budget requests before the City Council.
- Prepares reports required by the Delaware Consortium.
- Finds and writes grants for the betterment of the library.
- Directs and controls the expenditure of departmental fund allocations within the constraints of approved budgets.
- Confers with State agencies, other public libraries, corporations, and community groups in the development of library programs for the City
- Provides reference and reader's advisory services on a regular schedule to library patrons
- Prepares various kinds of statistical reports on finances
- Confers with the City Manager and the general public to provide information and to resolve problems and complaints.

- Directs the training of library staff.
- Directs and participates in personnel actions such as hiring, termination, assignment, evaluation, and labor relations.
- Represents the library in state meetings and serves as the City's authority on library issues. Performs related work as required.

#### **Knowledge, Skills and Abilities**

- Thorough knowledge of the principles and practices of public library functions.
- Thorough knowledge of the principles and practices of public administration as applied to a public library.
- Thorough ability in oral and written communications.
- Thorough ability to administer the activities of a public library and to supervise the work of others.
- Thorough ability to make decisions in an environment of limited resources and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public.

**Physical stamina is required to rearrange furniture and put away materials, and to push and pull loaded book carts and other library equipment and materials. Physical activity includes, but is not limited to, prolonged periods of sitting, as well as periods of standing, mobility, stretching, bending and stooping.**